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Adult Services: A Bibliography and Index

Authors: Kathleen de la Peña McCook and Harry D. Nuttall

This bibliography was developed by the Louisiana State University School of Library and Information Science Research Center Annex Consulting Group to support research into adult library services.

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Adult Services: A Bibliography and Index

A Component of the Adult Services in the Eighties Project

by

Kathleen M. Heim and Harry D. Nuttall

Submitted to the

Reference and Adult Services Division

Services to Adults Committee

May 1, 1990

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May 1, 1990

The Louisiana State University
School of Library and Information Science
Research Center Annex Consulting Group
Baton Rouge, Louisiana

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Acknowledgements

Ms. Alma Dawson, Librarian, Library and Information Science Librarian at Louisiana State University is due much gratitude for her patience, forbearance, and insightful assistance in identifying many elusive items listed in the bibliography. Her assistance in obtaining unpublished materials, master's theses, and government publications were crucial to the completion of the "Adult Services in the Eighties" Project.

Mr. Andrew Hansen, Executive Director of the Reference and Adult Services Division of the American Library Association, provided advice on locating many items and suggestions on development of sources for inclusion. His fiscal administration of the bibliographic portion of the "Adult Services in the Eighties" Project was detailed and exacting.

"Adult Services in the Eighties" Project Coordinators following the first Coordinator, Harry D. Nuttall, are listed as members of the Louisiana State University, School of Library and Information Science, Research Center Annex Consulting Group. These Coordinators, David M. Hovde, Donna W. Howell, Charlotte Curtis, Gary O. Rolstad, Janice M. Simpson, and Connie Van Fleet, were assisted by other Annex Associates who are also listed—by tasks performed—with the Consulting Group Statement.

Mrs. Joyce Meadows, Production Supervisor for this bibliography, deserves special praise for her competent and persevering attitude during production. Her skill on the word processor coupled with her intellectual understanding of included materials facilitated the final product.

I am also grateful to students enrolled in Adult Services Seminars at Louisiana State University, School of Library and Information Science, for their vigilance in identifying crucial items for inclusion. The ASE Project continued for several years at LSU/SLIS and the interest and encouragement of masters' students were important to the morale and energy of the Principal Investigator.

This bibliography was developed by:

The Louisiana State University
School of Library and Information Science
Research Center Annex Consulting Group

Kathleen M. Heim, Principal Investigator, Dean, Louisiana State University, School of Library and Information Science, Baton Rouge

Harry D. Nuttall, ARE Coordinator 1983-84 and Bibliographic Director, Subject Specialist Librarian, Jacksonville State University, Jacksonville, Alabama

Joyce Meadows, Production Supervisor, Louisiana State University, School of Library and Information Science, Baton Rouge

Alma Dawson, Librarian, Louisiana State University, School of Library and Information

The Louisiana State University
School of Library and Information Science
Research Center Annex Consulting Group

Charlotte Curtis, ARE Coordinator, 1975, Teaching Assistant, Department of English, Louisiana State University, Baton Rouge.

David M. Bovde, ARE Coordinator, 1984-85, Social Science Bibliographer, Reference Librarian and Assistant Professor of Library Science, Purdue University, West Lafayette, Indiana.

Johnna W. Rowell, ARE Coordinator, 1988, Government Documents/Data Services Reference Librarian, University of Georgia, Athens.

Mary O. Rolstad, ARE Coordinator, 1985-86, Director, St. Bernard Parish Library, Chalmette, Louisiana.

Janice M. Simpson, ARE Coordinator, 1987-88, Director of Cullman County Cullman, Alabama.

Connie Van Fleet, ARE Coordinator, 1986-87, Assistant Professor, Louisiana State University, School of Library and Information Science, Baton Rouge.

with the assistance of

Robert A. Bull, Bibliographic Searching, Director, Thereville Parish Library, Algomation, Louisiana.

Kathryn S. Marcus, Bibliographic Searching, Interlibrary Loan Librarian, New Orleans Public Library, New Orleans.

Charlene C. Cain, Bibliographic Searching, Documents Librarian, Southeastern Louisiana University, Hammond.

Philip C. Hearne, Bibliographic Searching, Science Librarian, Louisiana Tech University, Ruston, Louisiana.

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School of Library and Information Science
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Kathleen M.Heim, Principal Investigator, Dean, Louisiana State University. School of Library and Information Science, Baton Rouge

Harry D. Nuttall, ASE Coordinator 1983-84 and Bibliographic Director, Subject Specialist Librarian, Jacksonville State University, Jacksonville, Alabama

Joyce Meadows, Production Supervisor, Louisiana State University, School of Library and Information Science, Baton Rouge

Alma Dawson, Librarian, Louisiana State University, School of Library and Information Science Library

and

Charlotte Curtis, ASE Coordinator, 1990, Teaching Assistant, Department of English, Louisiana State University, Baton Rouge.

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Connie Van Fleet, ASE Coordinator, 1986-87, Assistant Professor, Louisiana State University, School of Library and Information Science, Baton Rouge.

with the assistance of

Dannie J. Ball, Bibliographic Searching, Director, Iberville Parish Library, Plaquemine, Louisiana.

Anthony E. Barnes, Bibliographic Searching, Interlibrary Loan Librarian, New Orleans Public Library, New Orleans.

Charlene C. Cain, Bibliographic Searching, Documents Librarian, Southeastern Louisiana University, Hammond.

Kevin D. Cuccia, Bibliographic Searching, Science Librarian, Louisiana Tech University, Ruston, Louisiana.

Kay Decell, Word Processing, Employee Relations Representative, Human Resources Division, Copolymer Rubber and Chemical Corporation, Plaquemine, Louisiana.

Michele M. Delorme Bibliograhic Searching, Librarian/Coordinator of Children's Programming, Ramsey County Public Library, Roseville, Minnesota.

Lolah Giamalva, Bibliographic Searching, Consultant, Richmond, Virginia.

Elizabeth A. Grice, Bibliographic Verification, Graduate Assistant, Louisiana State University, School of Library and Information Science, Baton Rouge.

Sandra M. Himel, Bibliographic Searching, Government Documents Librarian, University of Southwestern Louisiana, Lafayette.

Ann M. Hill, Bibliographic Searching, Librarian, New York Public Library, New York.

David H. Judell, Bibliographic Searching, Reference Librarian, Newport Beach Public Library, Newport Beach, California.

Edmund McCormack, Bibliographic Searching, Graduate Assistant, Louisiana State University, School of Library and Information Science, Baton Rouge, Louisiana.

Christopher E. Marhenke, Bibliographic Searching, Government Documents Librarian, Broward County Library, Ft. Lauderdale, Florida.

Claire R. Massey, Bibliographic Searching, Librarian, Law Office of Heiskell, Donelson, Bearman, Adams, Williams & Kirsch, Heth, Arkansas.

Kenneth Mauldin, Bibliographic Searching, Reference Librarian, East Baton Rouge Parish Library, Baton Rouge.

Richard J. Mucklow, Bibliographic Searching, Graduate Student at Texas Tech University, MBA, Lubbock.

Connie L. Phelps, Bibliographic Searching, Education/Psychology and Evening Reference Librarian, University of New Orleans, New Orleans.

Glenda Richardson, Word Processing, Student at Southeastern Louisiana University, Hammond.

Patti A. Risinger, Bibliographic Searching, Reference Librarian, Lincoln Parish Public Library, Ruston, Louisiana.

For a complete list of the entire ASE Project Consulting Group see Adult Services in the Eighties: Final Report, ERIC Document Reproduction Service, 1990.

Officers
Reference and Adult Services Division

and

Services to Adults Committee Chairs and Members
During the "Adult Services in the Eighties Project."

Officers

Reference and Adult Services Division

During the ASE Project

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Rebecca Kellogg	1985-86
Elizabeth F. Stroup	1986-87
Charles A. Bunge	1987-88
Gail A. Schlachter	1988-89
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Thomas T. Jones	1983-84
Thomas T. Jones	1984-85
Suzanne D. Sutton	1985-86
Suzanne D. Sutton	1986-87
Karen Havill Bingham	1987-88
Gary O. Rolstad	1988-89
Eva M. Greenberg	1989-90

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Thomas T. Jones	
Virginia E. Parker	
Patricia B. Simon	
Charlotte C. Clark	1983-84
Neysa Eberhard	
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Virginia E. Parker	
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Suzanne D. Sutton	

Karen Havill Bingham	1984-85
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Suzanne D. Sutton	

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Nancy Fisher	
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Dannie J. Ball	1989-90
Michael A. Doellman	
Gayl E. Koster	
Jerome A. Lom	
Gary O. Rolstad	
Jane Cumming Selvar	

The Diversity of Adult Services

"Adult services" is a term used to describe all aspects of library work with adults. The diversity of adult services defies simple codification and renewed current emphasis in public libraries on the planning process as a means of defining level, form and style of services in a given community complicates any attempt to codify or provide a whole view of adult services.

It is precisely because ~~emphasis on the uniqueness of any given set of services within a specific library~~, that the "Adult Services in the Eighties" (ASE) Project ~~diversity is a strength of adult services~~, but the lack of information on that diversity or areas of current and unique concentration often confound the profession when asked to describe the scope of adult services for planning.

Trying to understand adult services as a single concept is bewildering. Typical articles in professional journals focus on a single service such as the visually impaired elderly in Idaho or a special Hispanic information and referral center in Arizona. While these might seem to be unrelated they are actually manifestations of the service continuum that is adult services.

No national census of adult services had been conducted since the benchmark study by Helen Lyman, Adult Education Activities in Public Libraries,[1] which was published by the American Library Association in 1954. The ASE Project was intended to update work done by Lyman through presentation of data about the scope of services and compilation of bibliographic essays for key services.

---

[1] Helen Lyman Smith, Adult Education Activities in Public Libraries (Chicago: American Library Association, 1954).

Background of the Bibliography

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BACKGROUND OF THE BIBLIOGRAPHY

The Diversity of Adult Services

"Adult Services" is a term used to describe all aspects of library work with adults. The diversity of adult services defies simple codification and renewed current emphasis in public libraries on the planning process as a means of defining level, form and style of services in a given community complicates any attempt to codify or provide a whole view of adult services.

It is precisely because of the current emphasis on the uniqueness of any given set of services within a specific library, that the "Adult Services in the Eighties" (ASE) Project was undertaken. Diversity is a strength of adult services, but the lack of information on that diversity or areas of current and unique concentration often confound the profession when asked to describe the scope of adult services for planning.

Trying to understand adult services as a single concept is bewildering. Typical articles in professional journals focus on a single service such as the visually impaired elderly in Idaho or a special Hispanic information and referral center in Arizona. While these might seem to be unrelated they are actually manifestations of the service continuum that is adult services.

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[1]Helen Lyman Smith, Adult Education Activities in Public Libraries (Chicago: American Library Association, 1954).

The ASE Project: Winner of
The 1983 ALA Goal Award

At the 1983 Midwinter Meeting of the American Library Association the Services to Adults Committee, chaired by Neysa Eberhard, approved the Goal Award Proposal, "Adult Services in the Eighties," (The ASE Project), which had been drafted on behalf of the Committee by Kathleen Heim who agreed to serve as Principal Investigator if the Project were funded.

On April 26, 1983 Jan Feye-Stukas, Chair of the 1983 ALA Goal Awards Jury, reported that the ASE Project had been selected to receive funding. Neysa Eberhard accepted the Award on behalf of the RASD Services to Adults Committee at the 1983 Annual Conference. During the Conference Heim met with the Committee to sketch plans for the project.

The ASE Project was set up at the Louisiana State University, School of Library and Information Science Research Center Annex. Harry D. Nuttall, Research Associate, was selected as ASE Project Coordinator under the supervision of Heim, Principal Investigator.

Bibliography Development

Phase I of the ASE Project was to begin development of a comprehensive bibliography of adult services literature to provide a context for the national survey (Phase II), and trace developments since Helen Lyman's benchmark survey of 1954, Adult Education Activities in Public Libraries. Library Literature was searched under appropriate subject headings. Relevant articles and books,including dissertations and government documents were retrieved and assigned subject headings by the Principal Investigator. Items from the bibliographies of these entries were also scrutinized and added to the ASE bibliography if appropriate. Using the Turabian/Chicago Manual style manual, author, title, and subject cards were produced. Entries were typed

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onto disk using PFS:Write, a word processing package. For a detailed report on procedures see the Appendix by Harry D. Nuttall in this volume.

The bibliography, intended originally to be published with Adult Services: An Enduring Focus for Public Libraries[2], was too voluminous. Instead it has been published as this separate volume and submitted to the ERIC System for distribution.

This bibliography is accompanied by an index which assigns one or more descriptors to each item. Sources used for Adult Services: An Enduring Focus for Public Libraries are included.

A complete overview of the "ADULT SERVICES IN THE EIGHTIES PROJECT" which outlines Phase II and Phase III, is available in Adult Services in the Eighties: Final Report by Kathleen M. Heim, available through the ERIC System.

---

[2]Kathleen M. Heim and Danny P. Wallace, Adult Services: An Enduring Focus for Public Libraries (Chicago: American Library Association, 1990).

November, 1982............Kathleen Heim writes to RASD, Services to Adults
                          Committee and suggests the study.

January, 1983.............RASD Services to Adults Committee chaired by
                          ...... approves proposal for ALA
                          Goal Award.

April, 1983...............RASD Services to Adults Committee receives
                          notice of ALA Goal Award.

LANDMARKS OF THE
"ADULT SERVICES IN THE EIGHTIES" PROJECT

June, 1983................ ...... on behalf of the
                          RASD Services to Adults Committee at 1983
                          ALA Inaugural Banquet.

September, 1983...........Heim begins ASE Project at Louisiana
                          State University, School of Library and
                          Information Science Research Center Annex.
                          Harry D. Nuttall is named ASE Coordinator.

December, 1983............Letters of invitation to ASE Panel to attend
                          Hearings at 1984 Midwinter Meeting.

January, 1984.............First ASE Open hearing attended by Helen Lyman.

June, 1984................ASE Hearing at Annual Conference chaired by
                          RASD Service to Adults Committee Chair,
                          Thomas T. Jones.

September, 1984...........David Bovde named ASE Coordinator.

December, 1984............Draft questionnaire distributed with booklet
                          for Lyman's 1954 Survey.

January, 1985.............Midwinter Meeting hearings held to discuss
                          questionnaire draft chaired by Thomas T. Jones.

February, 1985............Bovde begins questionnaire form development.

July, 1985................Revised questionnaire discussed at Annual
                          Conference.

August, 1985.............. ...... named ASE Coordinator.

December, 1985............ ...... joins ASE project as Data
                          Analysis ....

March, 1986...............Pretest of questionnaire ....

May, 1986.................Survey sent to over 9400 service contacts at 1,736
                          libraries or library systems.

Landmarks of the ASE Project

November, 1982..........Kathleen Heim writes to RASD, Services to Adults Committee and suggests the study.

January, 1983...........RASD Services to Adults Committee chaired by Neysa Eberhard approves proposal for ALA Goal Award.

April, 1983.............RASD Services to Adults Committee receives notice of ALA Goal Award.

June, 1983..............Neysa Eberhard accepts Award on behalf of the RASD Services to Adults Committee at 1983 ALA Inaugural Banquet.

September, 1983.........Heim begins ASE Project at Louisiana State University, School of Library and Information Science Research Center Annex. Harry D. Nuttall is named ASE Coordinator.

December, 1983..........Letters of invitation to ASE Panel to attend Hearings at 1984 Midwinter Meeting.

January, 1984...........First ASE Open hearing attended by Helen Lyman.

June, 1984..............ASE Hearing at Annual Conference chaired by RASD Service to Adults Committee Chair, Thomas T. Jones.

September, 1984.........David Hovde named ASE Coordinator.

December, 1984..........Draft questionnaire distributed with booklet for Lyman's 1954 Survey.

January, 1985...........Midwinter Meeting hearings held to discuss questionnaire draft chaired by Thomas T. Jones.

February, 1985..........Hovde begins questionnaire form development.

July, 1985..............Revised questionnaire discussed at Annual Conference.

August, 1985............Gary O. Rolstad named ASE Coordinator.

December, 1985..........Danny P. Wallace joins ASE project as Data Analysis Consultant.

March, 1986.............Pretest of questionnaire coordinated by Rolstad

May, 1986...............Survey sent to over 8000 service outlets at 1,758 libraries or library systems.

June, 1986.............Status report meeting at ALA Annual Conference
                       coordinated by Rolstad. Suzanne Sutton, Chair,
                       Services to Adults Committee (and Allie Beth Martin
                       Award Winner) presides. Lyman and Heim make
                       presentations; First ASE Seminar held at LSU,
                       "Adult Services in the Public Library."

July, 1986..............Reminder cards sent to non-respondents.

August, 1986............Connie Van Fleet named ASE Coordinator;
                       Second ASE Seminar held at LSU, "Literature
                       and Practice of Adult Services in Public Libraries."

November, 1986..........Data entry closes.

December, 1986.........."Adult Services as Reflective of the Changing Role
                       of the Public Library" by Heim appears in RQ
                       (Winter 1986).

January, 1987...........Third ASE Seminar held at LSU, "Adult Services
                       Special User Groups: Aging, Handicapped, Ethnic
                       Minorities, Unemployed." Seminar participants
                       selected to write essays.

April, 1987.............Van Fleet presents Louisiana ASE findings at
                       Louisiana Library Association.

June, 1987..............Van Fleet, Wallace, Rolstad, Heim present
                       preliminary ASE findings at Library Research
                       Round Table at ALA Annual Conference; Fourth
                       ASE Seminar held at LSU, "Information Resources
                       for Adult Services."

July, 1987.............."The Adult Services in the Eighties Project"
                       overview by Van Fleet published in ALA yearbook 1987.

August, 1987............Janice M. Simpson named ASE Coordinator.
                       Joyce Meadows begins word processing of texts.

June, 1988..............Donna Howell named ASE Coordinator; Joyce Meadows
                       continues word processing of texts.

April, 1989............."The Adult Services in the Eighties Project:
                       Findings and Implications for Services to
                       Older Adults" by Van Fleet appears in
                       Public Libraries (March/April 1989).

December, 1989..........Final manuscript of monograph, Adult Services:
                       An Enduring Focus for Public Libraries, submitted
                       to ALA Publishing.

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Kathleen M. Heim, Adult Services in the Eighties: Final Report. ERIC Document Reproduction Service, 1990.

Kathleen M. Heim and Barry D. Nuttall, Adult Services: An Index and Bibliography of the Literature. ERIC Document Reproduction Service. (this volume)

Kathleen M. Heim and Danny P. Wallace, Adult Services: An Enduring Focus for Public Libraries (Chicago: ALA, 1990).

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of the
Adult Services in the Eighties Project

SECONDARY PUBLICATIONS

Kathleen M. Heim, "Adult Services as Reflective of the Changing Role of the Public Library," RQ 26 (Winter 1986): 180-187.

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Connie Van Fleet, "The Adult Services in the Eighties Project: Findings and Implications for Services to Older Adults," Public Libraries 28 (March/April 1989): 107-111.

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Kathleen M. Heim, <u>Adult Services in the Eighties: Final Report</u>. ERIC Document Reproduction Service, 1990.

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Thomas T. Jones, "ASE Update," <u>RQ</u> 24 (Spring 1985): 284.

Gary O. Rolstad, "ASE Update," <u>RQ</u> 26 (Fall 1986): 18.

Janice M. Simpson, "ASE Update," <u>RQ</u> 27 (Fall 1987): 29-30.

Janice M. Simpson, "ASE Update," <u>RQ</u> 27 (Spring 1987): 320-321.

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Aaron, Shirley L. "Combined School Public Library Programs: An Abstract of a National Study." School Media Quarterly 7 (Fall 1978): 31-32, 49-53.

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Adams, Charles J. "Adult Education/Group Services: A Struggle for Identity." Focus 23 (June 1969): 68-73.

Adams, Charles J. "A Good Omen for the Seventies: Programs to Reach Non-Users." Focus 24 (March 1970): 17-21.

Adams, Kathlyn C. "Serving the Elderly: A Golden Opportunity for the Public Library." Catholic Library World 50 (February 1979): 288-

Adler, Mortimer J. The Paideia Proposal: An Educational Manifesto. New York: Macmillan Publishing Co., Inc. 1982.

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Adams, Charles J. "Adult Education/Group Services: A Struggle for Identity." Focus 23 (June 1969): 68-73.

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     Emphasis on Work with Labor Groups." Thesis, University of
     Washington, 1952.

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<u>Editor's Note</u>:
Helen Lyman's rich and important writing on adult services were published under variant names. This bibliography only provides a partial list. However, users should check under "Helen H. Lyman," "Helen Huguenor Lyman" and "Helen Lyman Smith." The companion volume to this bibliography, <u>Adult Services: An Enduring Focus for Public Libraries</u>, edited by Kathleen M. Heim and Danny P. Wallace, Chicago: ALA, 1990, is dedicated to Helen Lyman.

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    <u>Editor's Note</u>: See also Helen H. Lyman and Helen Lyman Smith.

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Editor's Note: Margaret E. Monroe has been recognized by the Reference and Adult Services Division (RASD) of the American Library Association as the benchmark theorist on Adult Services. Each year RASD bestows the "Margaret E. Monroe Award" to a librarian for excellence in Adult Services. Monroe's contributions were honored in the Festschrift, The Service Imperative for Libraries: Essays in Honor of Margaret E. Monroe edited by Gail Schlachter. Littleton, CO: Libraries Unlimited, 1982.

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ASE Procedures: Bibliography and Review Literature
by Harry D. Nuttall

I. Making Bibliography cards from "ASE Gets"

1. Get an "ASE Gets" source (e.g., a Library Literature binder, publisher's flyer, ALA Press release) and for the titles checked off by EBH make a bibliography card on a 4 x 6 ruled index card. Use Turabian/Chicago Manual. These cards will be used to make the ... Before making the card, check the ASE Bibliography file boxes to be sure a card has not already been made and the title retrieved. If some of the bibliographic data are missing leave a space on the card and fill it in from the primary source.

2. Mark through the checkmark on the "ASE Gets"--thereby making the checkmark into an X--source to indicate that a card has been made for that entry.

3. Put the card into the appropriate section under "ASE Gets" in the clear plastic boxes.

4. NOTE: A retrospective search through the binders should be conducted to catch missed checkmarks; when located, procedures 1-3 above should be followed. Some additional photocopying of pages from later volumes of LL may be necessary. A list of desired LL headings has been made and expanded when necessary. This will eventually be the index. The word "Cites" on a copied article means there are items to be retrieved (look for checks). ALA press releases, etc., go into the "ASE Bibliographies" folders in the ASE generic files; rubrics on these folders are self-explanatory.

Appendix
ASE Bibliographic Procedures

by

Harry D. Nuttall

ASE Procedures: Bibliography and Review Literature

by Harry D. Nuttall

I. Making bibliography cards from "ASE Gets"

1. Get an "ASE Gets" source (e.g., a Library Literature binder,
    publisher's flyer, ALA Press release) and for the titles checked
    off by KMH make a bibliography card on a 4 x 6 ruled index card.
    Use Turabian/Chicago Manual style (These cards will be used to
    make the final bibliography for ASE). Before making the card,
    check the ASE Bibliography file boxes to be sure a card has not
    already been made and the title retrieved. If some of the biblio-
    graphic data are missing leave a space on the card and fill it in
    from the primary source.

2. Mark through the checkmark on the "ASE Gets"--thereby making the
    checkmark into an X--source to indicate that a card has been made for
    that entry.

3. Put the card into the appropriate section under "ASE Gets" in the
    clear plastic boxes.

4. NOTE: A retrospective search through the binders should be
    conducted to catch missed checkmarks; when located, procedures 1-3
    above should be followed. Some additional photocopying of pages from
    later volumes of LL may be necessary. A list of desired LL headings
    has been made and expanded when necessary. This will eventually be
    the index. The word "Cites" on a copied article means there are
    items to be retrieved (look for checks). ALA press releases, etc.,
    go into the "ASE Bibliographies" folders in the ASE generic files;
    rubrics on these folders are self-explanatory.

II. <u>Retrieving items for which cards have been made</u>

ARTICLES

1. Take cards from the appropriate section in the clear plastic
    boxes and place them in order alphabetically by journal title,
    and within titles in chronological order.

2. Take the 4x6 cards, the 3x5 cards containing shelf numbers,
    the booktruck, and a supply of partially-completed buff cards
    (for SLIS Library articles) of KMH's I.D. card and the "permission
    to circulate letter" (for Middleton articles) and go to the library.

3. Fill the booktruck with journals. Put the 4x6 cards for each
    journal volume into that volume. Complete the buff cards, using
    one buff card <u>per journal title</u>, putting all journal volumes on
    the one card.

4. Check out the journals and put the booktruck in the copying room.

5. Cards for items which continuously cannot be found or which the
    library does not own should be placed in "ASE Ghosts" (plastic box)
    for future attention.

ARTICLES IN MONOGRAPHS/MONOGRAPHS/SERIES TITLES

1. Arrange the cards in alphabetical order by author/editor last name
    (or, failing that, title) and go to the library to get the call
    numbers from the card catalog. NOTE: Cards for articles in
    monographs will have to be grouped under the specific monograph.

2. Take the 4x6 cards (call #s should be put in the lower right-hand
    corner), the necessary "check-out" materials, and the booktruck
    and go to the library to retrieve the items.

3. Monographs and serials go onto the ASE bookshelves in the Research
    Annex in call # order, and their 4x6 cards go into "File - ASE
    Bibliography" (plastic box) for filing.

4. Items for articles in monographs go into the copying room for copying.

5. Items that cannot be found in one library should be searched in the other. Cards continuously left over go into "ASE Ghosts."

DISSERTATIONS/THESES

1. For dissertations, check to see if the SLIS Library owns the item. If not Ms. Dawson can purchase it in hard-bound copy. File the 4x6 card in "Dissertations - Purchase" until the time comes in; then shelve the item and put the card in "File - ASE Bibliography."

2. Theses must be obtained through interlibrary loan. Check to be sure we do not already have the item (brown folders on ASE bookshelves). If we don't make a 4x6 bibliography card for the item and file it in "ILL - Make Request" (plastic box). When a number of cards have been made, make the ILL requests. Fill out one heavy stock ILL request card per item and list requested titles on the white sheet (with yellow carbon). Give the request forms to Ms. Dawson; file the 4x6 bibliography cards in "ILL - Request Made" until the item arrives, at which point make a copy of the item immediately, put it in a brown folder, shelve it with the other theses, and put the card in "File - ASE Bibliography." Return the original to the ILL Office in Middleton.

GOVERNMENT DOCUMENTS

1. Treat government documents as if they were monographs or series titles (Most of them will be series titles anyway).

ERIC DOCUMENTS

1. Some will be in hard copy, but most will be in fiche. Fiche can be copied using the copier in the Law Library. Once an item has been retrieved and the copy made, put the 4x6 card in "File - ASE Bibliography."

III. <u>Copying items (e.g., articles in journals or monographs, theses)</u>

1. Using the 4x6 bibliography cards as a guide, copy the indicated items from the journals (or whatever) on the booktruck. Make sure <u>all</u> pages are copied (look for continuations). On the first page of each copied article (or whatever), running down the right side from the upper corner put the last name(s) and initials of the author(s) so that they can be read easily as the item lies on its side in the ASE file cabinets.

2. On the first page of each copied item put the necessary bibliographic information (e.g., for journals put the journal title followed by the volume number and - in parentheses - the date (either month/year, month/day/year, or, in rare instances, year only). Some of this information may already be on the original. For theses, only put the author's name and initials.

3. Using the primary source fill in any information gaps to complete the 4x6 cards for the ASE Bibliography.

4. While copying, keep a count of copies made. Put the totals on the "ASE Expenses: Month/Year" sheet for reimbursement from ALA/RASD.

5. When everything on the booktruck has been copied return the sources to the library. File the 4x6 cards in "File - ASE Bibliography." Put the articles in a manila folder; when the

number of articles in a folder reaches twenty-five, take the folder to KMH so she can assign subject headings to the articles (Theses also go to KMH at this time for subject headings).

IV. <u>Subject headings and subject heading cards</u>

1. When KMH returns a folder of assigned subject headings, subject heading cards will need to be made for those articles. There is a master list of ASE Subject Headings and corresponding dividers in the ASE Subject Headings file boxes. Both the master list and the dividers will need to be updated at intervals.

2. Take a blank ruled 4x6 card and on the left of the top line write the subject heading for the article. Skip a line, and also on the left side write the author(s) last name(s) followed by a comma and the date (year) of the article. If there is no name, then within quotation marks put a keyword short-title followed by a comma and the year. (Use a short-title in quotation marks on the article itself in place of authors' names.)

3. If an article has more than one subject heading (many will), make a 4x6 card as above for each heading. In the lower right-hand corner of each card for that article list subject headings, except the one written in the upper left-hand corner, for cross-referencing purposes.

4. Once all the subject heading cards have been made for the articles in a manila folder, put the 4x6 cards in "File - ASE Subject Headings" and put the articles into a staging area for filing into the ASE file cabinets.

V. Filing

1. Ultimately, each 4x6 card will wind up in the ASE Bibliography or ASE Subject Headings file boxes; articles will wind up in the ASE file cabinets; other items will go on the ASE bookshelves.

2. ASE Bibliography: File alphabetically by author/editor entry, then title, then date. (Gretchen Knief Schenk's column in Wilson Library Bulletin is a particular problem in this regard; all three filing orders will have to be used with her.)

3. ASE Subject Headings: Within each heading file by author/editor entry, then title, then date.

4. ASE Articles: Using the dividers in the ASE filing cabinets file by author/editor, then title, then date. Duplicate copies of articles can be put in the "ASE Duplicates" section in the back in any order.

5. Theses: File on the ASE bookshelves by author/editor, then title, then date.

6. Monographs, government documents, etc.: File on the ASE bookshelves by call number (Gov't documents go on a separate shelf). If there is no call number, then file by author/editor, etc.

7. ASE generic files: These are catch-all files, and the items already in them should be sufficient models for any additions to the files. 4x6 cards do not have to be made for the generic files.

VI. Other important information

1. Filing order: Because of the extremely large quantity of items being dealt with, it is inevitable that some will be filed in the ASE filing boxes or filing drawers in the wrong order. At some point before compilation of the final bibliography these boxes

and drawers will have to be gone through and every item put into its correct filing sequence. The correct filing order is alphabetically by main entry, then alphabetically by title, then chronologically by date. Consult with KMH on this one.

2. Author name forms on ASE Bibliography cards: Author name forms on the 4x6 ASE Bibliography cards must correspond exactly to their forms on the primary sources (e.g., article). At one point an attempt was made to establish a name authority file in which each author's name was changed to one "official" form on the 4x6 cards. This will have to be corrected on all the old 4x6 cards and the practice discontinued on the newer ones. The author name forms on the cards should match the form on the source. Use the orange felt tip pen to correct the names on the old cards, the orange color signifying a sort of final definitive correction.

3. It is a good idea to check the filing order of the ASE Bibliography cards and ASE articles at the same time (ASE Subject Heading cards can be done separately). This creates an effective way to compare author name forms and check the 4x6 cards for completeness and accuracy of information. Check/compare the items alphabetically letter-by-letter. Any cards left in the "ASE - Check Cites" file (plastic box) can be done at this time.